Requests for EPP Access:

Employees should access the NFC home page on the Internet *(www.nfc.usda.gov)* and select **My EPP** to obtain a password to view their data. The password will be mailed directly to the employee by NFC. The NFC-assigned password must be changed by the employee on the first access of the EPP. Employees are encouraged to periodically change this password to ensure confidentiality.

System Requirements:

- A personal computer with Internet capabilities.

- Access to the Internet with a Microsoft Internet Explorer browser of 5.5 or higher or Netscape with a browser of 6.2.x.

- A browser supporting 128-bit Secure Socket Layer encryption (United States version).

Additional Information:

Employees with questions about their EPP should contact their agency personnel office. Agencies needing additional information on the EPP should contact the Client Management Staff at:

Client Management Branch
National Finance Center, USDA
ATTN: CS-0806
P.O. Box 60000
New Orleans, LA 70160-0001
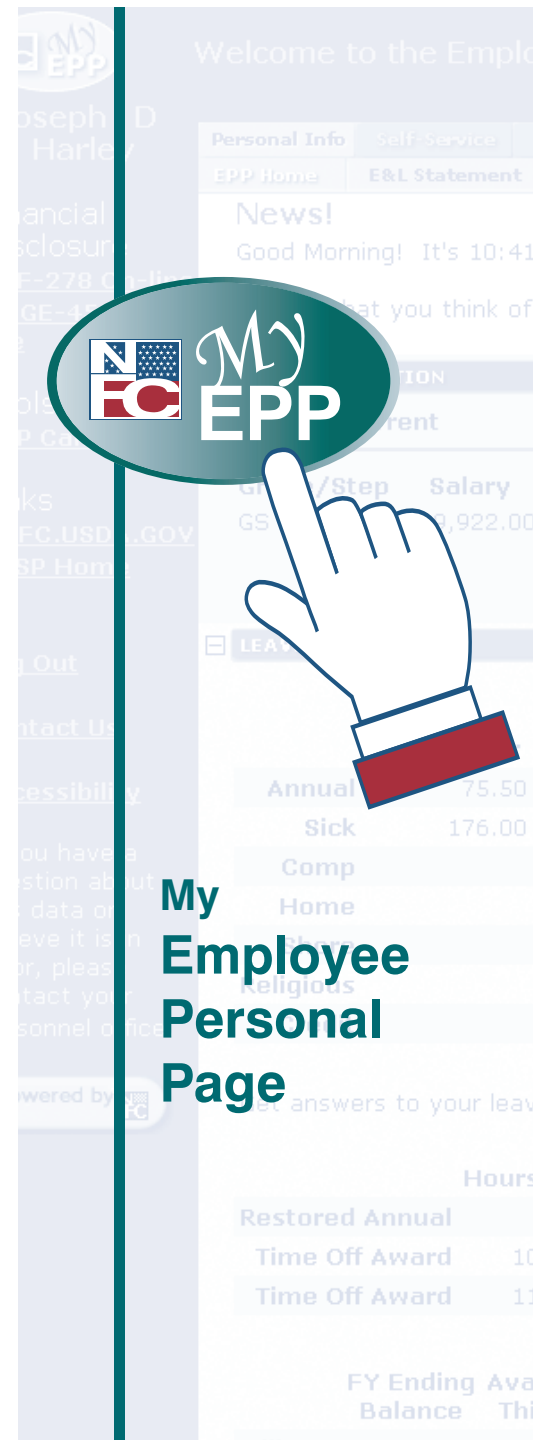email: customer.support@usda.gov

National
Finance
Center
U. S. Department of Agriculture
N E W   O R L E A N S ,   L A

National Finance Center
Office of the Chief Financial Officer
United States Department of Agriculture

Form AD-1129 (Rev. 8/06)

My Employee Personal Page

Employee Personal Page (EPP)

The Employee Personal Page (EPP) allows employees serviced by NFC to view their payroll, leave, travel, health and life insurance, savings bond, W-2, and other personal information. The EPP also allows for employee entry of time and attendance (T&A) data and for employees to request updates to specific payroll related information rather than submitting documentation to their agency personnel office.

Features

- EPP is convenient, reliable, and easy to navigate. It can be accessed 24 hours a day, 7 days a week from any personal computer with Internet access.

- EPP allows employees to view and change data without having to submit change requests to their agency personnel office.

- EPP has customizable view preferences that can be set by the employee.

- EPP delivers data needed by the employee for income and W-2 verification.

- EPP contains online help accessible throughout the application to assist employees with their data change requests.

Employee Self Service Option

This option of the EPP provides employees the ability to make online change requests to their residence address, federal and state tax withholding, financial allotments, direct deposit, health insurance, savings bond, and Thrift Savings Plan (TSP) contribution information effective for the current or future pay period. Each agency must elect to offer their employees this option before they can begin using this feature of the EPP.

Example of the Time Manager Option window

Time Manager

The Time Manager option provides employees with two types of new functionalities, the automated leave calculator and daily entry. The leave calculator provides an automated mechanism to track leave usage. It will automatically appear within the EPP Time Manager tab for all EPP users.

The daily entry function provides employees the ability to enter their T&A data on a daily basis and establish a default schedule to use as a starting point each pay period.

Each agency must elect to offer their employees the daily entry option through STAR 5.0 before they can begin using this feature of the EPP. This option is activated at the contact point level.